

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3100.1

Effective Date: May 07, 1999
Expiration Date: December
07, 2006

[Printable Format \(PDF\)](#)

Subject: Management of The Senior Executive Service

Responsible Office: Office of Human Capital Management

| [TOC](#) | [CHANGE](#) | [PREFACE](#) | [CHAPTER1](#) | [CHAPTER2](#) | [CHAPTER3](#) | [CHAPTER4](#) |
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [ALL](#) |

Chapter 3: Management Authority

3.1. The Administrator retains all SES authority not specifically delegated, including (but not limited to) the following:

3.1.1. Approval of new appointments to the SES.

3.1.2. Approval of all Presidential Distinguished and Meritorious Rank Award nominations and Incentive Awards.

3.1.3. Approval of Performance Awards (bonuses).

3.1.4. Reserved.

3.1.5 Appointments to the ERB, the PRB, and the members of the SEC.

3.1.6. Creation of new SES positions.

3.1.7. Assignment of SES personnel to newly created positions.

3.1.8. Personnel actions affecting EPM's and their full deputies.

3.1.9. Reserved.

3.1.10. Reserved.

3.1.11. Approval of administrative decreases in pay.

3.1.12. Approval of adverse action.

3.1.13. Reassignments between organizations headed by different EPM's.

3.1.14. Reassignments involving a permanent change of station.

3.1.15. Details, Intergovernmental Personnel Act (IPA), or developmental assignments exceeding 120 days.

3.2. The Administrator delegates to the EPM's, without possibility of further delegation, authority to approve and carry out the following actions within their NASA organizational jurisdictions (exclusive of actions related to EPM's and their deputies), after 15 days advance notice to the Administrator.

3.2.1 Reassignments, title changes, and pay increases for Senior Executives in existing approved positions.

3.2.2. Advertisement of existing approved vacant SES positions.

3.3. Annually, the Administrator will determine a fixed number of 5 percent bonuses to be allocated to the IPO's, and to the technical and administrative Headquarters staff office groups, for award to SES members. IPO's will further allocate to their Center Directors an appropriate allocation for award to SES members at each Center.

| [TOC](#) | [CHANGE](#) | [PREFACE](#) | [CHAPTER1](#) | [CHAPTER2](#) | [CHAPTER3](#) | [CHAPTER4](#)
| [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [ALL](#) |

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |

DISTRIBUTION:

NODIS

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
